

Professional Managerial Branch  
Water Utility Administration Group  
Water Utilities Series

**WATER CONSERVATION EDUCATION SPECIALIST**

02/00 (LBT)

*Summary*

Under direction, plan, develop, coordinate, conduct, evaluate and supervise water conservation education programs

*Typical Duties*

Research, plan, and develop comprehensive water conservation educational programs. Involves: ascertaining, analyzing and prioritizing specific training needs, and proposing for future educational projects or changes to existing ones; assisting with preparation of annual budget requests for program improvements; cultivating relations and acting as liaison with area schools and school districts to integrate education activities; cultivating outside resources available to support water conservation; identifying and arranging for educational programs to be taught by outside instructors, and maintaining education programs; evaluating usefulness, recommending, and acquiring, organizing and maintaining reference library of conservation books, periodicals, audio-visual support materials, other graphics resources, and files of training courses and presentations available from local or outside sources as authorized.

Coordinate, conduct and evaluate comprehensive water conservation educational programs. Involves: critiquing literature, composing, assembling and submitting presentation and discussion subject content, lesson outlines, exhibits, simulations, demonstrations, games, case studies, role plays, or other training exercises or printed instructional materials or aids for review; ensuring accuracy and completeness of text and correct bilingual translation, and of final layouts for printed materials, painting, screen printing; signs, logos and similar artwork; conducting, as principal instructor, on and off site lectures and presentations for schools, civic groups and community events; using various methods to ensure education objectives are met in an effective and timely manner; assessing training and presentations through questionnaires or interviews, and modifying content as necessary; recruiting, training and directing volunteers and arranging for other staff participation when appropriate; transporting and distributing educational and promotional materials and supplies; answering general information questions and correspondence regarding Water Utilities operations, services and facilities; requisitioning personnel, audiovisual and other training equipment, materials and supplies to maintain inventories;

Perform related incidental duties contributing to realization of unit or team objectives as required. Includes: substituting for supervisor, coworkers, or subordinates as qualified and within authorized limits by carrying out specified functions to maintain continuity of ordinary operations, if delegated; providing designated support for projects or activities overseen by higher graded non-supervisory personnel as instructed; explaining and demonstrating work performed to assist supervisor in orienting and training less knowledgeable employees; engaging in assignments pertaining to functions of other positions for training purposes under close supervision; participating in or presenting papers at national or international educational workshops to maintain awareness of the state of the art, and internal management to solve existing and new program related problems; logging activities, and preparing and submitting recurring or special status reports; keeping tools, equipment and work area orderly, safe and clean.

*Minimum Qualifications*

Training and Experience: Graduation from an accredited college or university with a Bachelor's Degree in Agricultural Science, Horticulture, or Education with a biological and environmental sciences concentration, or a related field; plus two (2) years teaching experience; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Considerable knowledge of: education and teaching principles and practices; proper grammar; written, visual and oral expository communication techniques. Good knowledge of: general conservation principles and practices; safety precautions for water utility operations; lesson planning, research, development and presentation; graphics and signage text preparation; public information and community relations techniques; education and training needs and skills inventories assessment; data collection procedures and statistical analysis techniques.

Ability to: make sound decisions and follow oral or written instructions in assessing needs, developing and effectively presenting comprehensive educational and training programs to any level of audience comprehension; establish and maintain effective working relationships with fellow employees, business, educational, and civic groups, and general public; research, organize and prepare various training materials, text for signage, graphics and informational media; express oneself clearly and concisely, both orally to teach internally and externally, and in writing to maintain records and prepare correspondence or reports; acquire new knowledge as necessary in order to keep abreast of latest technology and advances in the field.

Skill in safe operation and care of: personal computer; generic business productivity and graphics software; projectors; video tape recorder; television monitor; instructional equipment; motor vehicle.

Physical Effort and Work Environment: Frequent: standing. Occasional: bending, stooping, moving moderately heavy objects (averaging up to 50 pounds); mobility on level or uneven terrain; to safely perform in a mascot costume; driving through City traffic.

Licenses and Certificates: Valid Texas Class "C" Driver's License or equivalent license issued by another state.

Special Requirements: Subject to call back, and working rotating shifts, flexible hours, weekends, holidays, and extended hours.

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Director of Personnel

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Department Head

OFFICIAL